

## P&amp;PD PRINTING REQUISITION

ROOM 154, P&PD BUILDING  
Extension 5593 (BLACK)

SEE INSTRUCTIONS ON REVERSE SIDE

CLASSIFICATION

U

JOB NUMBER

247-0090-88

CONTROL CHANNEL

CORRELATES WITH JOB NUMBER-

CONTROL NUMBER

SCHEDULED COMPLETION DATE

THIS DATE IN DSCP ILJAN

12-30-87

DATE WORK REQUIRED

22 JAN 88

SIGNATURE OF AUTHORIZED OFFICIAL

EXTENSION



Finished intelligence.



Preparatory work in direct support of finished intelligence.



Administrative, regulatory, instructional, or other support item.

Form (see box \*) ☐ OtherPLEASE  
INCLUDE  
SAMPLE  
WITH THIS  
ORDER

REQUESTED

PHONE EXTENSION

\* FORMS APPROVAL SIGNATURE

STAT

FORM NUMBER

QUANTITY

ROOM NO. - BUILDING

OL / PPD / Prepress  
GJ-56 Hdgt

LOGISTICS CONTROL NUMBER

NO COPIES REQD

FINISHED SIZE

NO ITEMS SENT P&amp;PD

DISPOSITION OF ORIGINALS  
NEGATIVES OR MANUSCRIPTDISTRIBUTION OF PRINTED  
MATERIAL

INCLUDING

MANUSCRIPT

RETURN TO REQUESTER

VIA MAIL &amp; COURIER BRANCH

NEGATIVES

POSITIVES

DESTROY

PER FINISHED INSTRUCTIONS OR  
DISTRIBUTION LIST

CAMERA COPY

ORIGINAL ART

RETURN TO FILE (forms only)

CALL FOR PICK-UP

SPECIAL INSTRUCTIONS:

☐ Dylux Check Copy Required Before PrintingPlease create cartoon slides for  
presentation.

## COMPOSITION

☐ ETECS  
☐ TYPESET  
☐ TYPESCRIPT  
☐ SCRIPT KEEL NO.☐ EPIC  
GALLEY PROOFS ☐  
PAGE PROOFS ☐

## FOR MAP &amp; GRAPHIC USE

IMAGE SIZE ☐ X TOP BOTTOM  
REDUCE AB TO AC  
SAME  
OTHER

PLATE NO. COLOR NUMBER SCREEN NO.

PRESS

X BINDERY

X

ONE SIDE

ASSEMBLED

TWO SIDES

UNASSEMBLED

HEAD TO HEAD

FASTENED

TUMBLEHEAD

PUNCHED

PAPER

PADDED

KIND

COLOR

PERFORATED

INK

COLOR

NUMBER

DELIVERY  
TICKET

JOB NO.

DELIVERY  
TICKET

JOB NO.

DELIVERY  
TICKET

JOB NO.

NAME

NAME

NAME

ROOM NO. &amp; BLDG.

QUANTITY

ROOM NO. &amp; BLDG.

QUANTITY

ROOM NO. &amp; BLDG.

QUANTITY

### INSTRUCTIONS

1. Use typewriter or ball point pen.
2. This form is to be used for printing requests (use Form #70C for photographic work).
3. Requisition numbers and authorizations are available from Logistics or Records Management Officers.
4. After this form is completed and authorized, tear off Part 1 and retain it for your records. Forward the balance of the set with the material to be processed to P&PD, Room 154 P&PD Building. Part 2 will be returned to you by P&PD with the scheduled delivery date indicated thereon. This date will be as close to the requested delivery date as possible.
5. P&PD is not authorized to reproduce printed items which are available from other sources.
6. For assistance in planning a job or in completing this form call P&PD,

STAT